



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

January 5, 2005

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Internal Services Department

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Office of Affirmative Action Compliance

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Donald L. Wolfe, Interim Director
Department of Public Works

Subject: **ENHANCED MONITORING OF LIVING WAGE CONTRACTS**

On November 9, 2004, in conjunction with approving a recommendation to terminate contracts with a custodial maintenance contractor due to labor violations, your Board instructed the Internal Services Department (ISD) to evaluate and develop a better process for monitoring contracts to ensure compliance with the Living Wage Ordinance (LWO).

The full Living Wage Implementation team consisting of the Chief Administrative Office (CAO), Office of Affirmative Action Compliance (OAAC), Auditor-Controller (A-C), County Counsel, Internal Services Department (ISD) and Department of Public Works (DPW) was convened to identify the significant issues attributable to non-compliance among departments and develop strategies to enhance LWO monitoring.

The OAAC's records indicate that 21 departments have approximately 375 contracts subject to the LWO. LWO contracts include services for janitorial, clerical, landscaping, food services, security, and professional categories. There are approximately 47 janitorial/custodial contracts spread among 11 County departments.

It is important for County staff to effectively monitor contractors' compliance with the Living Wage Program, and it is necessary to enhance the County's Living Wage Program monitoring process and procedures. As further outlined below, we believe enhancements to the County's Living Wage Program are necessary in the following areas:

- Standardization of monitoring forms and procedures;
- Strengthening of contract language;
- Training;
- Field interviews;
- Living Wage Ordinance Compliance Review;
- Change in solicitation requirements; and
- Specialty crews and less than full-time work.

Findings and Recommendations

The following describes the major areas of focus that will be undertaken to enhance the monitoring of contractors' compliance with the provisions of the Living Wage Ordinance. An action plan delineating the specific strategies and tasks has been developed (Attachment I).

Standardization of Monitoring Forms and Procedures

Departments were provided with some standard monitoring forms and procedures during the initial LWO training. However, some departments are independently developing their own Living Wage Program monitoring processes and tools. This may contribute to inconsistent monitoring processes and increased difficulty in training County monitoring staff (i.e., due to multiple approaches), and may cause uncertainty among the County contractors. To address this issue, enforcement of departmental use of the standardized monitoring forms, checklists, procedures, and guidelines governing the frequency of payroll audits should be initiated. The proposed standardization approach has previously been successfully implemented with developing solicitation and contract documents.

ISD has developed several audit forms, checklists, and procedures that have been effective in monitoring Living Wage contracts (Attachment II, A – D) ISD will consult with the Living Wage Implementation Team and other County departments for feedback on any changes to these tools. Subsequently, countywide standards related to the documentation and frequency of Living Wage Program compliance reviews will be issued by OAAC and all departments will be advised to comply with these standards.

Strengthening of Contract Language

There are several areas where the County's standard contract language could potentially be strengthened to better ensure contractor compliance with Living Wage requirements and objectives. Therefore, the Living Wage Implementation Team will work with County Counsel on the feasibility of:

- Developing more precise contract language related to the type of time records contractors are required to retain. Specifically, all time records should include exact recordings of each employee's start, break, lunch, and end times. In the past, some contractors have maintained less detailed records.
- Establishing contract language that clearly provides that in certain circumstances and for the specified purpose of enabling the County to enforce Living Wage requirements, the County shall have access to payroll records other than those directly related to the buildings and services under contract. This may be necessary in those cases where a contract employee works on County and non-County buildings. All of an employee's time with a contractor, even time spent on non-County buildings, may need to be reviewed in order to ensure compliance with the LWO.
- Developing contract language that details the pay requirements for travel time between two County facilities for all contract employees that are associated with a County contract.

Training

ISD and OAAC jointly conducted LWO training during the initial implementation of the Living Wage Program in October 1999. The training was mandatory for all departments and included distribution of the LWO Training Manual. Approximately 300 persons participated in the training. The manual included a section on contract monitoring.

In addition, OAAC periodically provides two separate LWO training sessions on contract development and compliance monitoring procedures. Approximately 175 persons are trained annually through this program. However, due to departmental staff turnover and changes that will be implemented through this effort, additional mandatory training is recommended that will be conducted by OAAC and A-C.

The enhanced training should address:

- New standardized LWO procedures;
- Standard countywide monitoring process;

- Departmental monitoring responsibilities;
- New forms and checklists;
- Appropriate LWO exemption documentation;
- Evaluation requirements, including review of staffing plans;
- Labor law/payroll issues;
- Assessing liquidated damages; and
- OAAC monitoring and enforcement.

Field Interviews

As part of the monitoring process, all departments must annually interview contractor employees to confirm that they are being paid in accordance with Living Wage requirements and have received the Living Wage Program handout. In addition, posters describing the program are required to be posted at County buildings where the contract employees work.

While the interviews are valuable, the Living Wage Implementation Team believes that, even though the County's requirements are clear, some contract employees may not be comfortable in reporting Living Wage violations to County contract monitors. To facilitate and provide an alternative for contract employees reporting LWO violations, each department will be instructed to reissue the Living Wage Program handout that contains the Living Wage hotline number to all their Living Wage contractors.

Living Wage Ordinance Compliance Review

Departments are responsible for following Living Wage Program monitoring and reporting requirements. In addition, department heads are required to annually certify adherence with:

- Data entry requirement on information contained in the County Contract Database to the A-C; and
- Living Wage Program requirements during their performance review by the CAO.

The Living Wage Implementation Team believes that this area needs to be strengthened to expand departmental adherence and will perform the following actions:

- The OAAC will increase the frequency of LWO compliance reviews of departments. In addition, the OAAC will enhance the processes it utilizes to verify departmental payroll record audit responsibilities.

- The A-C will also conduct as-needed reviews of LWO compliance of contractors with egregious and/or patterns of continuing violations.

Change in Solicitation Requirements

Currently, in the solicitation process, contractors must promise that they will comply with the LWO if they are awarded a contract. However, there is not a requirement to demonstrate how proposers will comply before they are awarded a contract.

Living Wage related solicitations should have a rating category that addresses the adequacy of the firm's proposed labor/payroll record keeping system. ISD included this new requirement in its most recent solicitation for custodial services. Therefore, the Living Wage Implementation Team will work with County Counsel on the feasibility of requiring all County departments to request the firm to submit their written labor/payroll record keeping procedures during the solicitation process and describe their payroll controls. County staff could assign rating points to proposals based on the relative strength of their controls. This approach would better ensure that we are selecting contractors who have both the will and the ability to comply with LWO requirements.

Specialty Crews and Less than Full-time Work

In a recent A-C review of a contractor's compliance with the LWO, an issue arose related to a contractor's use of specialty crews. Typically, these individuals are not assigned to a building on a daily basis and only work "as-needed." For example, a floor waxer may work at a County building for five hours once a month.

The problem is that, while the County can easily verify compliance with the Living Wage Ordinance related to the limited time spent at a County building, it is difficult to determine compliance with payroll practices without examining all the hours the employee worked for the contractor. The Living Wage Implementation Team will address development of new monitoring procedures in this area.

Action Plan

Attachment I is the LWO Contract Monitoring Enhancements Action Plan that outlines the specific strategies to be employed and the responsible lead departments. We will proceed with implementation of this action plan and provide a progress report back to your Board on our progress within 90 days, and thereafter as appropriate.

Each Supervisor
January 5, 2005
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If you have any questions, please let us know, or your staff can contact Vincent Amerson of the CAO at (213) 974-1168, Robert Valdez of OAAC at (626) 943-5615, or Daniel Medrano of ISD at (323) 267-2233.

DEJ:DL:DAT
JTM:DLW:nl

Attachments (2)

c: All Department Heads
Executive Director, Office of Small Business



**LIVING WAGE ORDINANCE
CONTRACT MONITORING ENHANCEMENTS
ACTION PLAN**

Attachment I

Strategy #1 – Standardization of Forms and Procedures <i>Ensure all applicable departments implement uniform LWO Compliance review procedures, including use of standardized forms.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Convene LWO Implementation Team to review existing LWO audit forms, checklists, and procedures from various departments and modify such documents as necessary.	01/12/05	<u>Lead:</u> OAAC & CAO <u>Support:</u> A-C, DPW, ISD, CC	
2	Provide template letter to departments instructing them to distribute, under their letterhead, to all LWO contractors advising them of their compliance responsibilities with all labor laws, including proper payroll records documentation.	01/31/05	<u>Lead:</u> OAAC <u>Support:</u> ISD and all departments	
3	Issue a letter from OAAC containing new, standardized LWO forms, checklists, and procedures to applicable departments announcing the implementation of such documents.	02/28/05	<u>Lead:</u> OAAC <u>Support:</u> A-C, ISD, CAO	
4	Departments must issue letter to all LWO contractors regarding compliance with all labor laws, including proper payroll records documentation.	02/28/05	<u>Lead:</u> Departments <u>Support:</u> OAAC, A-C, CC, CAO, ISD, DPW	



**LIVING WAGE ORDINANCE
CONTRACT MONITORING ENHANCEMENTS
ACTION PLAN**

Strategy #2 – Strengthening of Contract Language and Change in Solicitation Requirements				
<i>Recommend solicitation and contract language changes that will hold contractors more accountable for LWO compliance.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Convene LWO Implementation Team to review current solicitation and contract language.	1/12/05	<u>Lead:</u> OAAC & CAO <u>Support:</u> ISD, DPW, CC, A-C	
2	Identify and explore feasibility of recommended solicitation and contract language enhancements.	3/31/05	<u>Lead:</u> ISD & CC <u>Support:</u> OAAC, A-C, DPW, CAO	
3	Obtain County Counsel approval of recommended changes and distribute new solicitation and contract language to departments.	4/29/05	<u>Lead:</u> ISD <u>Support:</u> CC & CAO	



**LIVING WAGE ORDINANCE
CONTRACT MONITORING ENHANCEMENTS
ACTION PLAN**

Strategy #3 – Training <i>Establish a mandatory enhanced LWO training program to ensure departmental monitoring staff understands the importance of LWO monitoring and additional auditing requirements.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Develop mandatory enhanced training for all applicable departmental LWO contract monitoring staff that addresses payroll record auditing and fundamentals of labor law.	02/28/05	<u>Lead:</u> OAAC & A-C <u>Support:</u> CC, ISD, DPW	
2	Conduct mandatory enhanced training for all applicable departmental LWO contract monitoring staff.	03/01/05 – 06/30/05	<u>Lead:</u> OAAC <u>Support:</u> A-C & CC	



LIVING WAGE ORDINANCE CONTRACT MONITORING ENHANCEMENTS ACTION PLAN

Strategy #4 – Field Interviews <i>Ensure that departments are conducting annual interviews of LWO contractor employees and provide such employees an opportunity to report LWO violations.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Request verification from departments that they conduct annual interviews of LWO contractor employees and reports of LWO violations.	01/31/05	<u>Lead:</u> OAAC	
2	Instruct all departments to reissue the Living Wage Program employee handout to all LWO contractors for distribution to their employees.	01/31/05	<u>Lead:</u> OAAC <u>Support:</u> ISD	
3	Conduct follow-up interviews of contractor employees to assess the effectiveness of the LWO hotline and the LWO information handouts.	On-going	<u>Lead:</u> OAAC	



LIVING WAGE ORDINANCE CONTRACT MONITORING ENHANCEMENTS ACTION PLAN

Strategy #5 – Living Wage Ordinance Compliance Review <i>Conduct a LWO Compliance review of all applicable departments with special emphasis on verifying payroll record auditing responsibilities and County Contract Database reporting.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Issue a memo from OAAC to applicable departments announcing the compliance review.	01/24/05	<u>Lead:</u> OAAC	
2	Conduct a LWO compliance review of all applicable departments, with special emphasis on verifying their payroll record auditing responsibilities.	02/01/05 – 05/31/05	<u>Lead:</u> OAAC	
3	Identify problem departments and detail monitoring deficiencies; develop specific correction action plans and recommend appropriate training.	02/01/05 – 05/31/05	<u>Lead:</u> OAAC	
4	Develop a post compliance review assessment and report the findings to the applicable department heads.	02/01/05 – 05/31/05	<u>Lead:</u> OAAC	
5	Establish a tool to verify management's compliance with LWO monitoring responsibilities.	02/01/05	<u>Lead:</u> OAAC	
6	Report County Contract Database non-compliance to departments.	02/28/05	<u>Lead:</u> OAAC & ISD	



**LIVING WAGE ORDINANCE
CONTRACT MONITORING ENHANCEMENTS
ACTION PLAN**

Strategy #5 – Living Wage Ordinance Compliance Review				
<i>Conduct a LWO Compliance review of all applicable departments with special emphasis on verifying payroll record auditing responsibilities and County Contract Database reporting.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
7	After implementation of "Pre-job" conference, verify department has entered contract information into Contract Database.	On-going	<u>Lead:</u> OAAC <u>Support:</u> ISD	
8	Study the feasibility of establishing interoperability between the OAAC's LWO database and the County Contract Database.	4/15/05	<u>Lead:</u> OAAC & ISD <u>Support:</u> CIO	
9	Conduct an audit of LWO Contractors with egregious and/or patterns of continuing violations.	As-needed	<u>Lead:</u> A-C <u>Support:</u> OAAC & impacted department	



**LIVING WAGE ORDINANCE
CONTRACT MONITORING ENHANCEMENTS
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Strategy #6 – Specialty Crews and Less Than Full-Time Workers <i>Strengthen LWO monitoring requirements and procedures to ensure LWO contractor compliance with payroll practices for specialty crews and less than full-time workers.</i>				
Task	Description	Completion Target Date	Assigned Departments	Disposition
1	Explore feasibility of obtaining all necessary payroll records and supporting documentation for both County and non-County work performed by LWO contractor employees.	02/28/05	<u>Lead:</u> CAO & CC <u>Support:</u> A-C, OAAC, ISD, DPW	
2	Develop new monitoring procedures to strengthen LWO contractor compliance with payroll practices.	02/28/05	<u>Lead:</u> OAAC & A-C <u>Support:</u> ISD, DPW, CAO, CC	

ISD

PURCHASING AND CONTRACT SERVICES

PART 1

CONFIDENTIAL

Contract Compliance Section

CONFIDENTIAL**ON-SITE ADMINISTRATIVE COMPLIANCE AUDIT REPORT**
☐ Preliminary Report ☐ Status Report ☐ Final Report Date of this Report :

Contractor	Contract No.	Term
Address	Date and Time of On-Site Audit	
Contact Person, Telephone & Fax Numbers	CONTRACT COMPLIANCE SECTION (CCS) Contract Program Monitor(s) Telephone Number	

CONTRACTOR INTERVIEW:

1. Business Information – Contractor's Response			
a.	Name of person(s) Interviewed:		Title:
b.	Name of Owner, President, or CEO:	Title:	Phone No.
c.	Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____		
d.	Type of Payroll System Used by Contractor:		
	<input type="checkbox"/> Computerized: <input type="checkbox"/> Internally developed system used <input type="checkbox"/> Purchased payroll software <input type="checkbox"/> Contracted out: _____ <input type="checkbox"/> Manual system <input type="checkbox"/> Other: _____		
e.	Description of Daily Timekeeping System:		
	<input type="checkbox"/> Time cards filled out by each contract worker and approved by Supervisor/Manager <input type="checkbox"/> Time cards filled out by Supervisor/Manager and signed by contract worker <input type="checkbox"/> Time clock in/out system <input type="checkbox"/> Time card not signed by contract worker <input type="checkbox"/> No time keeping system in place		
f.	Payroll Reporting Period is as follows:		
	<input type="checkbox"/> Weekly () <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly		
g.	Pay Days (i.e. Every Friday, 1 st & 15 th):		Work Week Start/End:

2. Administrative Compliance Survey – Contractor's Response			YES	NO	UNK
a.	Do you have a sub-contractor(s) performing any part of your services under this contract? IF YES, COMPLETE FOLLOWING QUESTIONS:				
	(1) Was the sub-contract reviewed and approved by ISD?				
	(2) List the names and requested information on Subcontractor ID Form				
b.	Do you have any workers reporting wages on a 1099 form?				
c.	Has the Federal or State auditor conducted an audit on your company within the time frame of this contract? If yes, was the County notified?				

My signature indicates that my responses to the interview questions as noted above are true and correct.

Print Name: _____ Signature: _____

Title: _____ Date: _____

CONTRACTOR:	CONTRACT NO.	DATE:

3 Administrative Audit	NUMBER	% AUDITED
RECAP OF DOCUMENTS AUDITED		
<input type="checkbox"/> How many contract workers assigned to work orders or LWO contract		
<input type="checkbox"/> How many contract workers time sheets audited		
<input type="checkbox"/> Number of pay periods audited		
<input type="checkbox"/> Time frame of pay periods covered:		
<input type="checkbox"/> How many are current contract workers		
	Yes	No
<input type="checkbox"/> W-2 forms reviewed		
<input type="checkbox"/> Master payroll report reviewed		
LWO Compliance		
<input type="checkbox"/> Notice to Employees Receipt Log on file		
<input type="checkbox"/> If Yes, is it complete and up-to-date?		
LWO Poster in prominent location in Headquarters Office		
<input type="checkbox"/> LWO poster posted at work sites		
<input type="checkbox"/> Per Contract Representative <input type="checkbox"/> Per Visual <input type="checkbox"/> Inspection at Work		

4	Administrative Findings	Provision No.'s		In Compliance		
		LWO	ITSSMA	Yes	No	N/A
4.1	Subcontracting					
4.2	State Labor Code Violations Section 1174 (d) State Labor Code					
	4.2.a Daily Time Card System					
	4.2 b. Overtime					
	4.2.c Overlapping hours on time card					
4.3	Fair Labor Standards Fair Labor Standards Act of 1938 as Amended					
4.4	Compliance with Applicable Law					
4.5	Record Retention & Inspection					
4.6	Contractor Retaliation					
4.7	Labor Law/Payroll Violation Claims					
4.8	County Auditing of Contractor Records					
4.9	Use of Full-time Employees					
4.10	Payment of Living Wage Rates					
4.11	Contractor' Submittal of Certified Monitoring Reports					
4.12	Notification to Employees					

EMPLOYEE INTERVIEWS	
Last Date Interviews Conducted:	
No. of Contract Workers Interviewed:	

CONTRACTOR:	CONTRACT NO.	DATE:

Were Discrepancies Identified:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Next Tentative Date for Worker Interviews:		

5 Audit Summary

CONTRACTOR:	CONTRACT NO.	DATE:

6. Corrective Action – Follow-Up Status:						
No.	Task	YES	NO	Date Contractor Notified	Due Date	Completion Date
INITIAL AUDIT:						
1.	Mailed out Follow Up Letter w/:					
a.	Corrective Action Form					
b.	Request for Meeting					
FOLLOW-UP AUDIT:						
2.	Mailed out Follow Up Letter w/:					
a.	Corrective Action Form					
b.	Request for Meeting					
COMPLETION:						
3.	Contractor in Compliance					

7. Audit Completion Summary

PREPARED BY:

REVIEWED AND APPROVED:

Contract Program Monitor

Linda M. Nolan, Section Manager
Contract Compliance Section

Date

Date

CONFIDENTIAL TRANSMITTAL

PAYROLL REPORTING FORM DISCREPANCY REPORT

NO.

INSTRUCTIONS: Contractor shall immediately acknowledge receipt of transmittal. County Contact named in FROM Section must receive contractor's written response to identified discrepancy no later than date indicated below.

Date Submitted to Contractor: _____ **Response Required** from Contractor No Later Than: _____

TO (Contractor):		Contract No.:
Mode of Transmittal (check one and complete required info) – <input type="checkbox"/> FAX (insert number), <input type="checkbox"/> US Mail (insert address) or <input type="checkbox"/> Hand Delivery (by):		Contractor's Acknowledgement of Receipt – Complete this box and immediately FAX to County Contact named in FROM Section below Received By: _____ Date Rec'd: _____

FROM (County Contact):		
DEPARTMENT CONTRACT COMPLIANCE SECTION	Telephone No.:	FAX No.:

SUBJECT: DISCREPANCY IN PAYROLL PERIOD ENDING _____

- Discrepancy has been identified in the above Payroll Period for the following employee(s). Contractor shall write response to discrepancy in area provided below (use Comments Section on page 2 or addition sheet if needed). Cross-reference Discrepancy ID Number (**D.R. ID #**) identified in column 1 below with list on page 2. For specific detail, refer to your copy of the employee's documents/reports named in the corresponding discrepancy description on page 2:

D.R. ID #	EMPLOYEE'S NAME	SOCIAL SECURITY #	CONTRACTOR'S RESPONSE	DATE RECEIVED	DATE FOR RESPONSE

*** See page 2 for Discrepancy ID Nos. list/explanations**

Contractor shall complete Attachments and Signature Sections on this page prior to returning written response.

- Attachments** - pages in addition to this page:
☐ NO ☐ YES, number of attached pages: _____

Response completed by Contractor's responsible agent

Signature

Date

PAYROLL REPORTING FORM DISCREPANCY – PAGE 2

- Cross-reference Discrepancy ID Numbers (**D.R. ID #**) identified on page 1 with list below. For specific detail, refer to your copy of the employee's documents/reports named in the corresponding discrepancy description below:
 - 1) **Payroll Statement of Compliance** not complete or not attached to Payroll Reporting Forms.
 - 2) Payroll Reporting Form reporting period is **not continuous** from last reporting period ending date.
 - 3) Employee listed on Payroll Reporting Form has **not been reported as a contractor/ISD approved subcontractor employee** on an Employee Roster and/or an Employee Roster Change Notice.
 - 4) Employee **Social Security number** listed on Employee Payroll Certification does not agree with number listed on Employee Roster and/or Employee Roster Change Notice.
 - 5) Employee **work schedule** (hours worked), as recorded on Payroll Reporting Form, does not correspond to statements on the employee's Employer/Employee Agreement and/or Employee Roster and/or Change Notice.
 - 6) **Retention employee**, still within first 90-days of contract employment, is not reflected on Payroll Reporting Form nor has written reason of termination been received.
 - 7) **Rate of pay and/or classification** recorded on Payroll Reporting Form does not correspond to rate of pay and/or classification reported on Employee Roster and/or Employee Roster Change Notice.
 - 8) **Employee paid health deduction**, as recorded on the Payroll Reporting Form, does not correspond to rate recorded on Employee Roster.
 - 9) Based on Payroll Reporting Form, appears employee was **not paid for overtime** hours worked.
 - 10) Other:

• **Comments/Response:** _____



LIVING WAGE ORDINANCE CONTRACT WORKER SURVEY

CONFIDENTIAL
SURVEY DATE: ____ / ____ / ____

Contractor:		Service Type: <input type="checkbox"/> CUSTODIAL <input type="checkbox"/> LANDSCAPE <input type="checkbox"/> OTHER:		
SURVEYOR INFORMATION				
Surveyor Name:		Title:	Phone No.: ()	
Supervisor:		Phone No.: ()	ISD Service:	
CONTRACT WORKER INFORMATION				
Worker Name:	Last	First	Middle	
Home Address:	Street Address		City State Zip	
Home Phone No:	()		Social Sec. #: / /	
ID BADGE: ISD: Yes No		Background Checked: Yes No		
Contractor: Yes No		Work/Survey Location:		
CONTRACT WORKER SURVEY QUESTIONS (Use back of form to provide additional information)				
1.	What is your work status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary/Fill-in <input type="checkbox"/> Subcontractor		2.	What is your rate of pay <input type="checkbox"/> \$9.46 per hour <input type="checkbox"/> \$8.32 per hour <input type="checkbox"/> Not sure <input type="checkbox"/> Other _____
3.	How are you paid for overtime hours worked? <input type="checkbox"/> One & one half times regular pay <input type="checkbox"/> Regular pay <input type="checkbox"/> Time off (Straight or One and one half times) <input type="checkbox"/> Does not work overtime <input type="checkbox"/> Works overtime but is not paid (Explain)		4.	Have you ever been paid in cash for regular or overtime hours worked? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain _____
5.	Do you receive health care benefits? <input type="checkbox"/> Yes - Medical card with worker? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Not sure		6.	Does your employer pay for Jury Duty Service? <input type="checkbox"/> Yes - How many days: _____ <input type="checkbox"/> No
7.	Does your employer ever: (Explain any "yes" answers on back of form) A) Make you give money back after you get paid? <input type="checkbox"/> Yes <input type="checkbox"/> No B) Pay you for regular and overtime hours with separate checks? <input type="checkbox"/> Yes <input type="checkbox"/> No C) Pay you with any checks payable to someone other than yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8.	Do you get two 10-15 minute breaks - one in the morning and one in the afternoon that is paid for by your company? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9.	Do you get a lunch period of 30 minutes to one hour? <input type="checkbox"/> Yes <input type="checkbox"/> No Paid for: <input type="checkbox"/> Yes <input type="checkbox"/> No			
10.	How does your employer know what time you arrive to work and leave at the end of each work shift?			
11.	Is there any other information you would like to share.			
SURVEYOR: Please randomly review pay stubs to verify the following information is correct: Payee, Social Security No., rate of pay, overtime paid appropriately, deductions for health, state, and federal taxes are withheld, etc. Send pay stubs w/survey forms that require investigation to Contract Compliance Section. <input type="checkbox"/> Pay Stub Reviewed Date _____ Please obtain copies of paycheck stubs for the pay periods ending closest to the following dates each year and submit to CCS with copy of completed survey form: June 30th and December 31st of each year				

 Forwarded to CCS: ☐ Survey Form ☐ Check Stub Date _____ Signature _____